Parents' Handbook 1984-85

Queens College

PARENTS HANDBOOK

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Dean of Student Affairs

QUEENS COLLEGE

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Welcome to Queens.

We hope that you and your daughter will have a happy association with the College during the next four years. This handbook is provided by the Office of Student Affairs to help answer many of the questions frequently asked by parents.

Further information may be found in the Bulletin, the Student Handbook, or by contacting the appropriate person on campus.

We look forward to becoming well acquainted with you as we work with your daughter at Queens.

INTRODUCTION

Queens College administration and faculty members realize that entry into college life is a time of transition for the entire family. One goal of a college education is to help students develop their independence, including problem-solving and decision-making abilities. Recognizing that students develop these capabilities at varying rates, Queens faculty and staff include many highly qualified and professionally trained individuals who are ready to offer support and guidance to students.

As students work through the stages involving role experimentations, need for meaningful achievement, and the experiencing of choice, as they develop their own self-concept, the role of their parents changes but remains vital. In most cases, parents can help their daughters by offering concern and support and encouraging them to seek their own solutions to problems encountered in the college environment. While the emerging adult personality may cause difficulty at times, parents and students usually find that they have developed a new and deeper relationship.

The administration at Queens strives to maintain an environment where young women may pursue these developmental goals in a meaningful and realistic way. Of course, faculty and administrators are happy to discuss concerns with parents and share any information that is appropriate and consistent with college policy.

Parents and students should realize that it is the responsibility of the student to keep her family informed about her college experience, including grades and disciplinary action.

THE HONOR CODE

Academic and social life at Queens is based on acceptance of the Honor Code by all members of the college community. When signing the Honor Pledge, a student accepts responsibility for all of her actions while at Queens. If she violates the Honor Code, she is expected to report her violation to a member of the Honor Council or the Dormitory Council. Each student is also responsible for encouraging other students to respect the Honor Code. If she is aware of a violation by another student, she should encourage that student to report her infraction. If the student fails to make a self-report, the student who is aware of the infraction must report it to the appropriate board.

The Honor Pledge follows:

"As a member of the Queens College community, I do hereby resolve to uphold the Honor Code of the College and endeavor to create a spirit of integrity and honor for its own sake.
"I pledge truthfulness at all times, respect for the property of others, and absolute honesty in the performance of all academic work.
"Realizing that the Honor Code places upon me demands as well as privileges, I resolve to report any student--including myself--who may violate any of the principles of the Honor Code.
"I understand the Honor Code and realize that a plea of ignorance will not be accepted by the college community."

Each student signs the pledge as a part of her application process and receives further information about living under the honor system during orientation.

Students who turn themselves in or plead guilty when accused of a violation may make explanation for their violation before the Board prior to the

decision on a penalty.

If a student is accused of a violation of the Honor Code and she pleads "not guilty" to the allegation or does not enter a plea, she is given a hearing before the Honor Council or the Dormitory Council as appropriate according to the alleged violation. The Board will hear the case and determine whehter or not the student is guilty and what sanction, if any, should be imposed.

A student who pleads "not guilty" to an alleged violation has the following rights:

1. The right to a hearing.

2. The right to decide if the hearing is to be public.

3. The right to appeal the decision of the Board as outlined in the Honor Council and Dormitory Council constitutions.

4. The right to select a counselor, if desired, from the Queens community.

5. The right to hear and have such counsel hear all testimony against her.

6. The right to present witnesses on her behalf.

Students not satisfied with the decision of the Honor Council may appeal either the verdict or the sanction to the Appeals Board. Final appeal is to the President of the College.

ACADEMIC AFFAIRS

1. Final Grades

Final grades are sent out from the Registrar's office to the student at her home address. Although the grades are not mailed directly to the parents or guardians, it is anticipated that the information will be shared.

2. Mid-Term Grades

When a student is having difficulty in a course (making a D or an F) at mid-term, the instructor sends a mid-term grade report on the student to the Vice President for Academic Affairs, who sends a warning letter to the student and a copy to the parent(s) or guardian(s). It is important to note that mid-term reports are merely warning signals and do not become part of the permanent record or in any way affect the student's academic standing.

It is important to note that cases of difficulty are the only ones reported at mid-term. So, if no report is received, the academic situation is satisfactory, at least at the mid-term point. but, with the second half of the term to go, it is still quite possible for a student to slide from a passing into a failing situation for any number of reasons.

3. Academic Probation

All cases of academic probation and academic ineligibility to return to Queens College are decided by the Student Qualifications Committee of the faculty. Such decisions are communicated by the Vice President for Academic Affairs, who sends a letter to the student and a copy of the letter to the parent(s) or guardian(s).

4. Academic Honors

The Vice President for Academic Affairs also notifies the student and parent(s) or guardian(s) by letter when the student has been named to the President's List or has won some other academic honor.

5. Freshman Year

Most freshmen adjust well to college life. For some, however, there may be a difficult start in a new life style and with new responsibilities, but it is not possible for a freshman to make a faltering start and to be dismissed for academic reasons after one term.

If in her first term, however, a student makes a quality-point average below the minimum specified for her class standing (described in the Bulletin of the College of Arts and Sciences), the Student Qualifications Committee automatically places her on academic probation and imposes various stipulations which the student must meet in order to continue to enroll. If these probationary stipulations are not met in the next term, the student is academically ineligible to enter the sophomore year. It is necessary then to have two consecutive terms of academic difficulty to be dismissed after the freshman year. Unfortunately, this kind of academic problem is not infrequent, and the Student Qualifications Committee of the faculty acts upon such cases quickly and decisively.

6. Freshman Challenges

Difficulties in academic adjustment during the freshman year usually result from one or more of the following situations:

(i) Poor study skills coupled with a lack of understanding of what is required in a college course are common causes of difficulty. Many students think they know that there is a great deal of difference between high school and college standards, but few really have an accurate idea of how great the difference is and how much they have to do in a college setting to succeed academically. There is a significant difference between reading and studying, and between memorizing and understanding. Successful students learn these differences.

(ii) Lack of motivation may be a reason for academic difficulty. The student who does not wish to be at Queens College or the student who wants to be here but lacks the motivation to study consistently and effectively may well not succeed. Instructors, advisers, administrators, and other counselors will work hard to give each student the opportunity, encouragement, and support to succeed academically, but, ultimately, it is up to the individual student to meet the challenges of college work.

The student will succeed best when she has a sense of purpose and a joy in learning.

7. Academic Regulations

A detailed description of the academic regulations is found in the Bulletin of the College of Arts and Sciences in the section entitled "The Academic Program." The same material is found in the Student Handbook under "Academic Regulations."

CAREER CENTER

The Queens College Career Center is a comprehensive resource center available to Queens students and alumni. Students are encouraged to begin to use the resources available in the Career Center in the freshman year. The following is a list of available services.

1. Career development counseling.
2. Employment planning.
3. Internships.
4. Part-time and summer employment information.
5. New Dimensions services (for women 23 and older).
6. CLEP (College Level Examination Program) testing.

The Career Center maintains a library of useful materials related to career and employment planning which include career information, employer information, job notices, undergraduate and graduate school information, professional test information, guides to preparation for specific standardized tests, and career-related periodicals.

January Term

The Leadership Program has been designed to help students discover and develop attitudes and abilities which will enable them to establish direction for their lives and become productive members of society. The emphasis of the program is on the development of formal leadership skills.

Two January unit credits in "Leadership" are required for graduation from Queens College. This requirement is usually satisfied during the freshman and sophomore years. The program for freshmen has been developed to help participants learn more about themselves specifically through exploring different skill areas, such as: public

speaking, conflict resolution, decision making, dealing with stress, and time management.

The content of the sophomore leadership course focuses on the continued development of formal leadership skills. Students can choose among several options to earn this second credit for leadership. The options are a leadership coursee taught on campus, a leadership internship arranged by the Career Center with a "mentor" in the community, participation in the Outward Bound program, or travel.

Further information on the January Term Leadership program may be obtained from the Career Center.

STUDENT SERVICES

Health Service

The college health center is open from 3:30 p.m. on Sunday until 3:30 p.m. on Friday. A nurse practitioner is on staff to care for routine medical needs of students. The health center is supervised by a member of the teaching faculty of Charlotte Memorial Hospital. The staff will help students with referrals to local specialists for specific medical needs.

The cost of off-campus medical care is the responsibility of the student. Most on-campus care is covered by the tuition and fees; however, some charges are made to cover costs for medicine and lab work provided through the health center. Queens has arrangements with the Family Practice Center of Charlotte Memorial Hospital, the Emergency Room at Charlotte Memorial Hospital and the Emergency Room at Presbyterian Hospital to bill the College for services rendered to a student. The charge is then placed on the student's tuition account in the Business Office.

Information concerning the supplemental health insurance policy provided through the College may be obtained from the Business Office.

Counseling

Queens has a professional counselor on staff who is available to students for personal counseling twenty hours each week. For students needing more specialized help, referrals to off-campus psychologists or psychiatrists may be made. The cost of off-campus therapy is the responsibility of the individual student.

Many other staff members have training in counseling or related areas. Students are encouraged to seek

out the Chaplain, the Career Center staff members, the Dean, or Assistant Dean of Student Affairs when they wish to talk with someone about personal problems. Discussions with these individuals are confidential and a student should be comfortable in the assumption that information will not be released without her consent unless the safety or well-being of an individual or the College is at stake.

Student resident assistants are trained to be available for peer counseling and referrals. An RA lives on each floor of the residence halls.

Meal Plans

All resident students are required to purchase a meal plan during the regular terms and the January Term. In order to allow students maximum flexibility, three meal plans are available each term. The food service company will work with students on special diets to provide appropriate meals. No exceptions to the meal plan requirement are made unless Saga Food Service is unable to provide a particular diet.

Clubs and Organizations

Students are encouraged to participate in Student Government, interest clubs, publications and honorary organizations as an integral part of the educational experience. Worthwhile participation does take time; therefore, students must limit their extracurricular activities according to the time they have to commit.

Sororities

Four national sororities have chapters at Queens. About half of the resident students are sorority members. Cost for the first year of sorority membership, including initiation fees and dues,

ranges from $300 to $350.

Queens holds an early fall rush, which is scheduled this year for September 27-30. Any student who is not already affiliated with a national sorority may go through rush. While every effort is made to allow students who wish to take part in sorority life to do so, students who go through rush are not guaranteed a bid to join a sorority.

Alcohol and Drugs

Queens wishes to develop a realistic atmosphere for students and the opportunity for them to take responsibility for their own actions. Queens students are expected to obey North Carolina state laws concerning possession and consumption of alcoholic beverages. The legal age for possession of beer and wine is 19 and for distilled spirits, 21.

Students may have whatever beverages the state law allows in their residence hall rooms. Beer and wine only may be allowed at designated on-campus social functions. Infractions of campus regulations regarding alcoholic beverages will be handled through the college judicial system.

Queens does not condone the use of illegal drugs. Any student involved in drug use will be subject to penalties through the judicial system up to indefinite suspension. Counseling services are available to students with drug-related problems on campus and in the Charlotte community.

Residence Halls

Queens believes that residential living is important in the educational process. All traditional-age students in the College of Arts and Sciences are required to live on campus unless they are

(1) living with their parent or guardian, (2) married, or (3) have special permission from the Dean of Student Affairs.

Residence life at Queens College offers students the opportunity to grow and find meaning through friendship, exploration of ideas, and involvement in the resident community. The residence hall is more than just a place to live. It is an environment in which to grow--an experience in living.

Queens provides both professional staff and student resident assistants to meet the needs of students and to strive to make the experience in the residence hall a positive one. The residence life staff members offer many learning opportunities by promoting programs and activities which enhance student development. Their goal is to help students discover themselves by involving them in their own developmental process and to provide a context in which students participate in shared experiences.

Students are encouraged to aid in the development of their community in the residence hall by participating in the decision making, policy formation and regulation, and program planning. Through this involvement, resident students work together to achieve an environment in which they may experience a sense of belonging and interdependence while respecting the uniqueness of individuals and their right of privacy.

In order to ensure smooth operation of the residence halls, policies designed to facilitate community living have been developed. All resident students and their guests on campus are expected to abide by these guidelines and all college policies. Violations of residence hall policies will be handled through the college judicial process as described in the Student Handbook.

Telephones/Cable TV

Telephone jacks and cablevision hook-ups are available in residence hall rooms. The College is not involved with these services; students must deal directly with the company providing the service.

These utility companies will bill only one individual for each room. Students need to understand the financial responsibility they assume when having television or cablevision connected in their names.

Refrigerators

Students are allowed to have small refrigerators in their rooms. A limited number are available for rent for $50 plus a $10 deposit.

Electrical Appliances

Due to electrical limitations and fire codes, electrical appliances in residence hall rooms must be limited. Students may have coffee pots, fans, popcorn poppers, hair dryers, stereos or radios, refrigerators (up to 3 cubic feet), televisions, and electric curlers. Students may NOT have air conditioners, electric ovens (any type, including microwaves), hot plates, or sunlamps.

Storage

Students may store a limited number of belongings in the basement of Harris Hall during the summer. Instructions for storage are given in the spring. Queens is not responsible for items left in storage.

Suitcases and trunks may be stored in the residence hall basement storage areas during the school year.

Visitation

Students in Harris, Belk, and Wallace Residence Halls are allowed to have male guests in their rooms during designated hours: 12 noon - 1:30 a.m. Friday and Saturday and 12 noon - 7 p.m. on Sunday. Male guests must be signed in at the desk in the lobby and escorted by a student. Seniors living in the suites in Long Residence Hall may have male guests from 6 a.m. - 11:30 p.m. Sunday - Thursday and 6 a.m. - 1:30 a.m. Friday and Saturday.

Infractions of visitation regulations are handled through the college judicial system.

Self-Limiting Hours

Self-limiting hours permit students to leave the residence hall after closing or to return to the residence hall between closing and 6 a.m. A return after 6 a.m. is considered an overnight.

All students, with the exception of first-term freshmen, are eligible for self-limiting hours. Students under 21 years of age must have parental approval on file in the Student Affairs office. Approval forms are sent to students and their parents after first term of the freshman year.

First-term freshmen must be in the residence hall by midnight, Sunday - Thursday, and by 2 a.m., Friday and Saturday nights. No exceptions will be made unless an emergency arises. The Office of Student Affairs will not accept telephone calls from parents permitting a student to return after hours except in such emergencies.

Overnights, Weekends

An overnight consists of an absence from campus beginning at residence hall closing and going beyond 6 a.m. of the following day. A weekend consists of

Friday and Saturday nights. During the week (Sunday through Thursday) all students, except first-term freshmen and those who do not have self-limiting hours, may spend the night away from campus if they have their parents' permission. A student must have been given self-limiting hours by her parents or be 21 years of age in order to spend weeknights away from campus. First-term freshmen and upperclassmen without self-limiting hours may spend weeknights away from campus only with special permission from their parents. All students may spend an unlimited number of weekend nights off campus. Freshmen are asked to sign out with their Resident Assistants when they leave campus for an overnight or weekend.

Religious Life

A full-time Chaplain who lives on campus works with the Religious Life Committee of the Collge Union to provide worship services and religious life programming. Voluntary chapel services are held on Thursday mornings.

The Chaplain can provide information on churches in the area. She is also available for counseling.

Banking

The student bank, located in the Business Office in Burwell Hall, is open Monday - Friday, 11 a.m. - 12:30 p.m. and 3 - 4 p.m.

Students may establish personal accounts at the student bank by deposits of checks or cash. Withdrawals from these accounts can be made only in cash. The maximum number of transactions to a personal account is one per day. The minimum amount of a transaction is $1.

Students may cash personal checks, payroll checks, money orders or checks made payable to them by their parents, spouse, or other Queens College students,

not to exceed $200 per check. The cashier of the student bank reserves the right to refuse to cash any check. Students who cash checks at the student bank which are returned for insufficient funds or for any other reason will have their check-cashing privileges suspended for the greater of one month from the date the check is returned or until the check is made good. Student bank activities (deposits and withdrawals) will not be affected. All banking transactions require a Queens College ID.

Students may prefer to establish a local bank checking account. There are many banks in the Charlotte area, and three of the largest banks have branches within a few blocks of the College (NCNB, First Union, and Wachovia).

Mail Services

All students receive notification of their post office box numbers in the fall. The post office handles all incoming mail but does not issue money orders, accept outgoing C.O.D. mail, provide insurance on packages or register first-class mail. Mail is put in students' boxes twice daily. Full post office services are available at the U.S. Post Office located in the Myers Park Hardware Store (a few blocks from the campus).

Mail may be addressed to students as follows:

Name
P. O. Box xxx
Queens College
1900 Selwyn Avenue
Charlotte, NC 28274-0001

TUITION AND FEES

The responsible party will receive a tuition and fees brochure from the Business Office in July. This brochure outlines fees and payment policies. Each month the responsible party will receive a statement if any balance is due.

Financial Aid

Queens has a number of types of financial aid provided through federal, state, and private sources. Students who are interested in investigating financial aid should make an appointment with the Director of Student Aid for counseling.

Since most funds are awarded to students on the basis of financial need, students (and their parents) are required to submit detailed financial information before their eligibility can be determined. Students must be enrolled at least half-time in order to apply for aid. Applications and financial data should be submitted early (usually in January prior to enrolling in August) in order to receive first priority for funds.

PEOPLE ON CAMPUS

	704/332-7121 Ext.
President	
Dr. Billy O. Wireman	216, 217
Vice President, Academic Affairs	
Dr. Cynthia H. Tyson	205, 285
Vice President, Development	
Mr. Alan Lee	268
Vice President, Planning and Finance	
Mr. Dennis W. Frodsham	271
Vice President for The Graduate School and New College	
Dr. Clyda S. Rent	309
Director, Admissions	
Ms. Gene Burton	212
Dean, Student Affairs	
Ms. Sidney J. Kerr	226, 227
Registrar	
Dr. Emory Mason	211, 279
Chaplain	
The Reverend Jennifer Burns	291
Director, Career Center	
Ms. Mary A. Rhodes	337, 338
Business Manager	
Ms. Laurie S. Guy	272

Director, Financial Aid Ms. Ann K. Murphy	225
Assistant Dean of Student Affairs Ms. Diana H. Williams	226
Coordinator, Student Activities Ms. Cathy Jeakle	293
Director, Public Safety Ms. Sarah Minnis	306
Head Nurse Ms. Wilma L. Wachowiak	220

NUMBERS TO KNOW

The main college telephone number is 704/332-7121. The switchboard is open from 8 a.m. until 5 p.m. Monday through Friday. The numbers listed below are direct lines into the offices or buildings.

Public Safety	332-2948
Health Center	334-3294
Maintenance Shop	332-2475
Ovens Gymnasium	332-7120
Admissions	334-5325

Campus extensions and pay telephones are located in each of the residence halls.

Harris Hall:

Lobby	Ext. 334
1st floor, long hall	218
1st floor, short hall	263
2nd floor, long hall	219
2nd floor, short hall	232
Pay telephones:	
1st floor	373-9809
2nd floor	373-9799
Resident Director:	
Anne Gant Ext. 223	375-9131
Resident Assistants:	
Donna Ashes (1st floor, long hall)	218
Alison Frantzer (1st floor, short hall)	263
Susan Ritchie (2nd floor, long hall)	219

Wallace Hall:

Lobby	Ext. 294
2nd floor	296
3rd floor	297
Pay telephone	373-9336
Resident Director:	
Cathy Jeakle	Ext. 293, 377-2489
Resident Assistants:	
Toni Merritt (2nd floor)	296
Mary Robinette (3rd floor)	297

Belk Hall:

Lobby	Ext. 346
1st floor	200
2nd floor	233
Pay telephone	374-9561
Resident Assistants:	
Lynda Easterly (1st floor)	200
Sheila Adams (2nd floor)	233

Long Hall:

1st floor	Ext. 299
2nd floor	343
Pay telephone	374-9890
Resident Assistants:	
Terri Smallwood (1st floor)	299
Tonya Weeks (2nd floor)	343

If you need to reach your daughter during hours when the college switchboard is closed, you may do so in one of the following ways:

1. Through a residence hall director. One director is on duty each weekend throughout the academic year. The scheduled duty weekends will be made available in the fall.

Resident Directors who take duty weekends are:

Anne Gant (Harris)	
Cathy Jeakle (Wallace)	377-2489
Jeanette Renfro (Albright)	333-5048
Penny Webb (Barnhardt)	332-5751

2. Through pay telephones located in each residence hall:

Harris -- 373-9809 and 373-9799
Wallace -- 373-9336
Belk -- 374-9561
Long -- 374-9890

3. Through the Public Safety Office:

332-2948